## Review Process Shuttle Case Study Collection (SCSC)

KDP-P-XXXX Rev: Basic

## SCSC Manager Approval: Director, Education and External Relations **START** Objectives: - To provide instruction on the Shuttle Case Study Collection document review process - To ensure case study materials added to the this collection meet SCSC basic requirements Upon receipt of an - To ensure material contains accurate information, is of good quality and suitable for educational purposes electronically submitted case - To provide direction for record-keeping measures study package, send reply to - To ensure compliance with NPR 2200.2C, NASA Procedural Requirements for Documentation, Approval, author acknowledging receipt and Dissemination of Scientific and Technical Information Fill out Part I of the Submittal Log Note 1: (See Note 1) The Submittal Log is used as Subject Matter Expert (SME) **Lessons Learned Steering Committee** a records management tool. Part I includes case Conduct Level 1 Review Conduct Level 2 Review Conduct Level 3 Review study title, lessons learned 1. Verify contributor eligibility 1. Review case study 1. Review case study document number, and author 2. Verify the Shuttle lessons documents for technical documents to evaluate name, affiliation, and contact learned requirement is met accuracy alignment with LLSC goals information. 3. Verify package is 2. Validate event(s) details and objectives complete (See Submission discussed 2. Provide concurrence to Note 2: Checklist and Note 2) 3. Verify sufficient and proceed or recommendations If package is complete, 4. Review case study accurate systems and to bring rejected case proceed with review. If documents and determine process descriptions material to desired standards package is incomplete, appropriate discipline area(s) 4. Check for accuracy of correspond with author to and academic level(s) terminology, acronyms, request and receive additional 5. Copy content into symbols, equations, units, Email comments and required materials. meatball templates recommendations to SCSC 6. Correct spelling, 5. Provide recommendations Manager using the LLSC Note 3: grammar, and format as for enhancement of case Review Form or in another Part II of the Submittal Log needed (See Style Guide) material consolidated format ncludes discipline module(s), 7. Fill out Part II of and academic level(s). Submittal Log (See Note 3) Email comments and recommendations to SCSC Forward case documents and Manager using the SME SME Review Form to 2-3 Review Form or review subject matter experts feature within the Word (SMEs) documents Review SME comments and recommendations and revise content as needed Forward case documents and LLSC Review Form to Lessons Learned Program Manager Review LLSC comments and recommendations and revise content as needed

